

---

---

## INTERLABORATORY COMMITTEE ON EDITING AND PUBLISHING

East Coast Meeting  
30 May 1991  
Naval Ordnance Station, Indian Head, MD

---

---

### Introduction:

Larry Martin, NOS, called the meeting to order at 0800 in the Conference Center at the Naval Ordnance Station, Indian Head, MD.

### Welcome:

Bob Spotz, Department Head of the Technical Information Department, welcomed everyone. He was pleased with the turnout. He talked about the history of NOS. A short video was shown of Indian Head's centennial.

### Discussion:

1. **Directory:** Tim Calderwood, NRL, passed out the ILCEP master membership list and requested members to make changes or corrections to update it.

2. **Excess Equipment/Software:** Tim Calderwood passed out an excess materials list and requested that each activity send him their list. Bonnie Bazemore, NOS, transferred to NATC, Patuxent River excess Compugraphic equipment.

3. **Navy Reorganization:** Bob Sellers, DTRC, reported that some employees at NSWC, White Oak, will be transferred to NSWC, Dahlgren. This situation has led to public hearings. Some employees of Annapolis will also transfer to Bethesda. Mr. Sellers said that he has met with White Oak and Dahlgren about realigning facilities and equipment with David Taylor Research Center. White Oak currently does some photo processing for DTRC; however, this reorganization is still undecided.

Larry Martin, reported that NOS will consolidate with Crane, Indiana. He said there is no technical information counterpart of NOS at Crane. The Technical Information Department at NOS will not relocate to Crane. Dorothy Murphy, NOS, said that Crane publishes some technical manuals, and NOS would like to acquire some of this manual work from Crane, if possible.

Kathy Parrish, NRL, reported that The Navy Oceanographic and Atmospheric Research Laboratory (NOARL) Bay St. Louis, MS, will become a part of NRL in October 1991. To reduce costs, NRL is considering decreasing the number of supervisors to workers. They currently have a ratio of four workers to one supervisor.

Tim Calderwood, NRL, reported that NRL is considering eliminating 4 percent of its employees every year for the next five years. Desktop publishing and consolidations will aid in this reduction.

At the present time, most activities are still awaiting final word on realignment. The general consensus of the group was an attitude of "let's wait and see what happens."

**4. NPPS/Tracking Printing Costs:** Russel Bishop, NPPS, reported that Navy Publishing and Printing will take over all Army and Air Force publishing and printing. This takeover will save the government over \$250 billion.

A general agreement of the group indicated that everyone was having the same difficulty in tracking printing costs, especially in tracking breakdowns in cost.

Kathy Parrish, NRL, reported difficulty in receiving exact breakdowns in cost from GPO. She said NRL has used the alternative of hiring a private contractor when they have jobs under \$1,000.

Bob Sellers, DTRC, suggested that perhaps ILCEP might be of influence in acquiring costs from GPO.

Many group members expressed their concern that NPPS contracted out work sent to them, thus increasing printing costs.

Tim Calderwood, Debbie Snyder, and Connie Applegate, said they were concerned about customer complaints in regard to printing time and costs. Debbie Snyder, NATC, and Connie Applegate, DTRC, both meet personally with engineers to clear up any misunderstandings they have had with the printing system. This seems to be working well, and they are acquiring more business. Tim Calderwood, NRL, reported some of his customers are taking control of their own needs by using office copiers.

As a solution to the printing cost problems, Russell Bishop, NPPS, offered a brochure that listed NPPS services. He suggested that everyone go to NPPS for printing needs and keep GPO and other contractors out. He is also going to try to get a GPO customer service representative to attend the fall ILCEP meeting. Dorothy Murphy, NOS, asked Kathy Parrish and Bob Sellers to write a letter to GPO concerning the problems with tracking printing costs.

**5. CALS:** NOS was the only activity at the meeting with a requirement to publish their next NAVSEA manual using CALs compatible software following SGML standards. NOS is dealing with Xyvision to purchase CALs software. NPPS has printed a full copy from disk using CAL standards and not from camera ready copy.

**6. TQM:** Most centers have implemented the use of TQM, and the program seems to be working well. Most departments agreed that for TQM to work, it must be started at top management and filtered down. TQM is not being infiltrated at NRL. DTRC has had tremendous success with TQM. They are experiencing great success in teamwork.

**7. Business Increasing/Decreasing:** Most Technical Information Departments (TID) are either remaining the same in workload or increasing. All agreed that TIDs have more specialized knowledge of the operation than the contractor. The group came up with some ideas for increasing business and decreasing editing costs.

- NRL — New member orientation informs people there is a publications section.
- NRL — Publications section writes letters to engineers and has informal coffee with them to inform them of the services of the publishing department.

- DTRC — Get organizations to train engineers on using some software. This makes editors jobs easier. Engineers learn to format more properly.
- NRL — Lowered rates \$10 per hour. The staff was spending more time on direct jobs than overhead and this helped drop cost.
- NRL — Editors charge more direct to save on overhead costs.
- NOS — Participates in the report writing class given by a contractor.
- NATC — Meets with engineers to explain the publishing process.
- NRL — Used as much of customers electronic resources as possible: TID made booklets of instructions to tell engineers how to create on disks.
- NSWC — Diane Sullivan gave out McIntosh formats to employees working on Maes and has helped improve productivity.
- NRL — Buy a copy of Word Perfect for each customer and give them a style format. Get your money back when you charge the customer for the job.

**8. In-house Reports Formal/Informal:** Everyone gave their input as to what type of reports they publish and their cost. Naval Ordnance Station has only formal reports with a \$75 to \$100 average cost per page. Naval Research Laboratory has two levels of reports. Memos are informal and reports are formal. The average cost per page for formal reports at NRL is \$100. NRL has a still video camera that has a disk to be put into a computer. They are using the still video camera to make a catalog.

**9. Fast Edits:** Most agreed that fast editing is a good marketing tool that brings in more work to the Technical Information Department. If the customer wants a fast edit, the department should give him what he wants; however, the customer should be understanding of the final product. Quality should be maintained as much as possible in fast editing; the audience must be considered when sending out fast edits. Poor quality could be bad advertisement for the Technical Information Department.

**10. Training for the Writer/Editor:** Groups gave their input on training they had knowledge of or had received that pertained to editing.

- NRL — George Washington University, Publications Specialist Program  
— GPO Courses
- NOS — NAVSEA manuals monthly training in Crystal City  
— Department of Agriculture School offers correspondence courses.
- NPPS — Publication management positions held once a year at each NPPS location.
- DTRC — Scranton, PA, has a good international correspondence school.

Dorothy Murphy, NOS, will keep a list of recommended training classes.

11. **CD Rom for Publishing:** Dave Woods, ONT, reported that DTIC is working on putting tapes on CD Roms. DTIC database is still on unclassified information. Now there is a classified CD Rom location, but nothing is on classified CD Rom videos yet. Aggregate security classification is putting enough pieces of unclassified information on a disk so the pieces would fit together and become classified.

12. **Interactive Video:** Dave Woods, ONT, informed the group that Oakridge Associated Universities in Knoxville, Tennessee is the contact place for interactive videos. These might be used to enhance the SOP.

13. **ILCEP Work: Mission/Logo:** Everyone was given a copy of the ILCEP purpose to look over and send comments to Diane Sullivan. These comments will be discussed and changes will be made to the purpose at the next ILCEP meeting. Various logos were brought to the meeting and were voted on. The top four were chosen and will be taken to the next meeting in October.

14. **Future Meetings:** The next east/west coast ILCEP meeting will be held in Annapolis on 23 and 24 October and chaired by Ernie Climenson (NOSC), Bob Sellers, DTRC, will be the host. The next east coast meeting is scheduled for 9 and 10 April 1992 at the Harley House in Orlando, Florida. Dora Wilbanks, NRL, will check with Orlando to see if they can accommodate the ILCEP meeting in the Spring.

Meeting adjourned at 3:30 p.m.

## ATTENDEES

### INTERLABORATORY COMMITTEE ON EDITING AND PUBLISHING 30 May 1991

Sandra R. Biehler	NATC, Patuxent River
Karen L. Brown	NATC
Debra L. Snyder	NATC
Russell Bishop	NPPS, Annapolis
Gordon Birkhimer	NPPS, Patuxent
Fredricka Ross	NPPS, Washington
Gil Kruemmel	NPPS, Washington
Kathy Parrish	NRL, Washington
Tim Calderwood	NRL
Dora Wilbanks	NRL
John Kennedy	NSCSES, Norfolk
John Latham	NSCSES
Diane Sullivan	NSWC, Dahlgren
Bob Sellers	DTRL, Annapolis
Carol Naas	DTRL
Yvonne Byrd	DTRL
Connie Applegate	DTRL
Dave Woods	ONT, Washington
Bob Spatz	NOS, Indian Head
Larry Martin	NOS
Dorothy Murphy	NOS
Bonnie Bazemore	NOS
Janet Benson	NOS
Trudy Bramell	NOS
Bernadette Smith	NOS
Fran Hathaway	NOS

Enclosure (2)

